**PAYROLL officer**

**People and culture Team**

**At Anglicare Victoria our focus is on transforming the futures of children, young people, families and adults.** Our work is based on three guiding pillars: Prevent, Protect and Empower.

We strive to create an environment where employees feel valued and rewarded.

By living the Anglicare Victoria values and actively fostering fairness, equality, diversity and inclusion, our people make Anglicare Victoria a truly great place to work.

**So come and join us at Anglicare Victoria where there is a rewarding career ready for you** in a dedicated, professional team where respecting each other; leading with purpose; working together; and creating a positive difference are valued, and learning and creativity are encouraged.

**Position details**

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| **Position** | Payroll Officer |
| **Department** | People & Culture |
| **Hours** | Full Time |
| **Hours per week** | 38 hours |
| **Duration** | Ongoing |
| **Location** | Melbourne Central or Bendigo  Travel may be required between key Anglicare Victoria sites and the primary place of work, whether this be “Work from Home” or a specific Anglicare Victoria office, may also be subject to change depending on the needs of the program. |
| **Reporting**  **Relationship** | This position reports directly to the Payroll Lead |
| **Effective date** | October 2021 |

**Overview of Department**

The People and Culture Department is responsible for providing comprehensive Human Resources Services to the organisation which consists of approximately 1,800 employees and 2,300 volunteers. The Payroll Team sits within the People and Culture Department.

**Position Objectives**

The Payroll Officer will work as part of the Payroll Team performing duties including the set-up of new employees, maintenance of employee data, processing of changes to employment including parental leave as well as fortnightly pays and terminations, administration and education for salary packaging program, reconciliations and reimbursements, record keeping, scanning and filing, report creation, triaging pay and HR queries, answering enquiries and providing customer service, and other administrative duties as required. Payroll processing is undertaken using the Preceda system.

**Key Responsibilities**

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| **1** | Ensuring a high level of customer is provided to the complex and large portfolio that includes payment of 24/7 rostered staff |
| **2** | Fortnightly payroll processing and related tasks, including establishing new employees on the payroll system, data entry of timesheets, variations and parental leave, calculation of salaries including first pay and cessations, packaging and allowances, entering reimbursements, checking leave from ESS and all associated payroll checking, reconciliations and reports. |
| **3** | Monitor, dispense and action complex queries received through the Employee Services email  account, ensuring responses are provided in a prompt, professional and courteous manner  with a high standard of customer service. |
| **4** | Administering the payroll system, ensure the system integrity is maintained and reflecting  accurate employee data. Supporting projects and system improvements for within the P&C  portfolio. |

**Key Selection Criteria**

Applicants can choose to provide a document addressing the Key Selection Criteria as detailed below to support their application.

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| C:\Users\David.Sandison\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\GIF9U7N8\RoleSpecific_icon.jpg | Well-developed interpersonal communication skills, including the ability to interact positively with a wide range of people from diverse backgrounds and to liaise with all levels of management and staff. |
| Solid understanding of the applicable laws and regulations covering payroll administration, income taxation, superannuation, salary packaging, awards and industrial agreements. |
| Demonstrated ability perform a high volume of data processing, to  work autonomously, meet deadlines and to assess priorities. |
| Be reliable, dependable, accurate and have a keen eye for detail. |
| Well-developed skills and knowledge of Microsoft Office software  (including Word and Excel), and experience using Preceda version  15. |
| An empathy with and commitment to Anglicare Victoria’s mission |

**Occupational health & safety (OHS)**

Anglicare Victoria is committed to ensuring the health and safety of its employees and any other individuals present in our workplaces.

In achieving and maintaining workplace health and safety, Anglicare Victoria will apply best practice in OHS in accordance with statutory obligations at all times.

All Anglicare Victoria employees, contractors and volunteers are required to:

* take reasonable care for their own health and safety and for that of others in the workplace by working in accordance with legislative requirements and the company’s OHS policies and procedures
* take reasonable care their actions or omissions do not adversely affect the health and safety of themselves and others
* cooperate with any reasonable directions, policies and procedures relating to health and safety in the workplace
* report all injuries, illness or ‘near misses’ to their Supervisor or Manager
* participate in relevant health and safety training based on roles and responsibilities
* as required, participate in the development and implementation of specific OHS hazard and risk management strategies.

In addition to the above, positions with supervision or management responsibility are required to ensure a safe and healthy work environment for all employees, clients, contractors and visitors. This can be achieved by ensuring all people are aware of and have access to OHS policies, procedures, training and reporting systems.

**Cultural Safety in the Workplace**

Anglicare Victoria recognises the important and unique contribution Aboriginal and Torres Strait Islander employees make by bringing their unique skills, knowledge and experience to the workplace. They also contribute important insight into how Anglicare Victoria can provide for and engage with Indigenous clients and communities more effectively.

Our Reconciliation Action Plan (RAP) and Workforce Strategy outlines Anglicare Victoria’s commitment to leading and facilitating sustainable employment, training, retention and career development opportunities for Aboriginal and Torres Strait Islanders people.

**Conditions of employment**

* An attractive remuneration package will be negotiated with the successful applicant. Salary Packaging is offered with this position.
* All offers of employment at Anglicare Victoria are subject to a six month probationary period. The staff member will be asked to participate in an annual performance review linked to objectives set out for the position.
* All offers of employment are subject to a satisfactory Criminal History Check, a current Driver’s License and Employment Working with Children Check prior to commencement.

**Acceptance of Position Description requirements**

To be signed upon appointment

**Employee**

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| --- | --- |
| Name: |  |
| Signature: |  |
| Date: |  |